Lesson 11 - Creating Person records
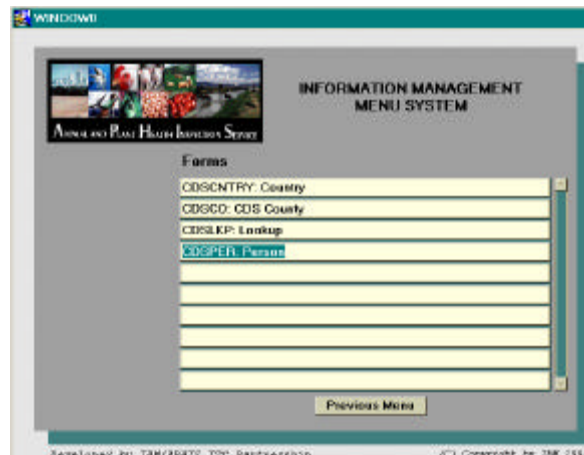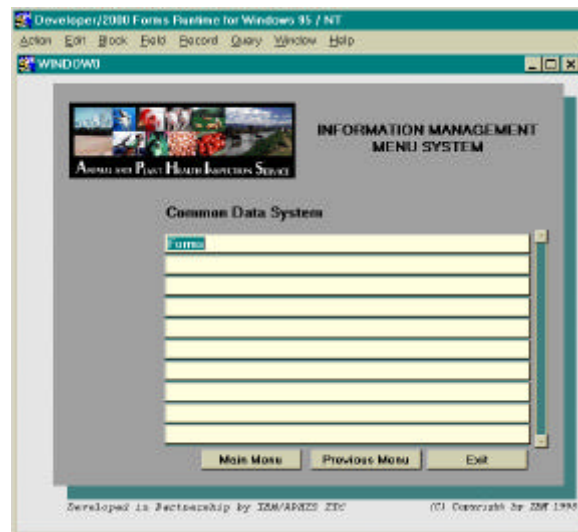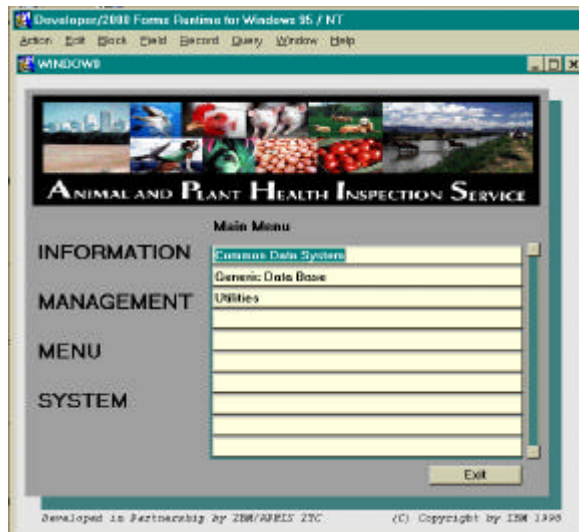
In this lesson you'll accomplish the following:

- ✍ Create a Person record.
- ✍ Query a Person record.
- ✍ Update a Person record.

Step 1

Access the Person form by clicking on the Common Data System (CDS) option from the Main menu. Click on Forms from the Common Data System menu. Click on Person from the Forms menu.

Step 2

The form is in query mode when the form is first accessed. Press **Ctrl Q** to exit query mode. The cursor will reside in the PERSON ID field. Enter the unique identification code assigned to the person, such as a veterinarian ID number.

Note: The PERSON ID field is a Key field. As such, no two people can be assigned the same ID. Once a Person record has been committed, the Person ID cannot be deleted or modified using the Person form.

Step 3

Data entry is required in the PERSON ID, Type, Class, Last Name and First Name fields. Valid values for type include AHT (animal health technician) **INS** (investigator) or **VET** (veterinarian). Valid values for Class are **P** (Private), **S** (State) and **F** (Federal).

Step 4

After entering the person's last name and first name, continue data entry as needed as shown below.

Note: Although data entry is not required in the State field, entry of a valid State code must precede entry of a valid County name or code. The County field has two field windows. The first field window is used to enter the county name. The second field window is used to enter the county code. When you enter a valid County name and press **Enter**, the cursor will move to the second field window where the corresponding County code will appear.

Note: Person user defined codes include additional information about a particular person. Possible examples include: veterinarians licensed to practice in multiple states or a veterinarian under investigation. Information entered in the Code 1, Code 2, Code 3 fields should be common to several persons. Use the Remarks field to insert information unique to that person.

Step 5

After all required fields have been entered, press **F10** to commit the record. Exit the form by pressing **CTRL-Q** or clicking on the **Exit** button.

Step 6

The Person form is in query mode when first accessed. Enter the search criteria desired and press **F8**. If the form had been taken out of query mode for data entry, press **F7** to enter Query mode, enter the desired search criteria and press **F8**. Updates may be made to all fields of an existing record except for the PERSON ID field.

Note: Use the % wild card when querying for a person that might use an apostrophe as part of the Last Name or First Name. For example, if the Last Name is Smith's Clinic, search criteria for a query to bring up records associated with that name would be Smith%.